

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Administrative Assistant 2
College of Business Programs
Regular Full-Time Position
Position Number 343420**

General Description

The Administrative Assistant 2 works under the supervision of the departmental chairs in the College of Business and performs general clerical/secretarial duties. In addition, the Administrative Assistant 2 assists College of Business faculty in preparation of materials.

Primary Duties and Responsibilities

- Serve as central point of information for the departments of Accounting, Finance and Economics and Management, Marketing and General Business; greet visitors, assist students and faculty with general information.
- Maintain department chair's appointment calendars, policy manuals and office files.
- Assign students to advisors, input changes into information system, add classes and input permits, work with the Office of the Registrar concerning student and class-related issues.
- Prepare instructional load/teaching load credit forms for faculty under the direction of the department chairs.
- Set up computer access and keys for new personnel.
- Prepare supplemental pay forms, adjunct contracts and dual service agreements. Maintain personnel files. Collect information for personnel files to hire new faculty. Correspond with adjunct faculty concerning payroll.
- Prepare travel forms for faculty and the department chairs, assist with travel arrangements. Maintain travel budget and rectify differences with business services.
- Check monthly operating statements for accuracy and rectify differences with business services. Monitor budgets and report activity and balances to the department chairs. Prepare budget revision and expenditure transfer forms.
- Maintain inventory of equipment. Prepare forms and coordinate transfer of equipment. Perform annual physical inventory and rectify differences with inventory department. Report problems and request service as needed. Monitor equipment budget.
- Prepare and follow-up on purchase requisitions.
- Coordinate hotel and meal arrangements for prospective faculty members and guests of the business departments; prepare related authorization and reimbursement forms.
- Coordinate events such as receptions and luncheons.
- Schedule and coordinate the evaluation process.
- Maintain files and assist with senior awards, graduation activities and scholarship awards.
- Work with the Administrative Specialist on student-related and program-related activities.
- Distribute mail, record minutes and answer phone.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to learn new software and computer systems as necessary.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.

Essential Functions continued

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical, spelling and numerical errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to pay attention to detail.
- Ability to accurately prepare and process records, requisitions and reports.
- Ability to use good judgment in solving problems.
- Ability to prepare and maintain an organized filing system.

Required Minimum Qualifications

- High school graduate or equivalent.
- Proficiency in using Microsoft Office.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Background in the use and manipulation of academic database systems such as Sungard HE Banner.
- Experience with university accounting, budgetary and purchasing policies and processes.
- Bachelor's degree or higher from a business school.
- Work experience in an academic environment.
- Familiarity with APSU policies and procedures.

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